

Program B: Office of Management and Finance

Program Authorization: R.S. 15:574.2-574.21; R.S. 15:821-840; R.S. 15:111; R.S. 46:1844(A)(3); Hayes Williams, et al v. John McKeithen, et al CA 71-98-B (M.D. La.)

Program Description

The mission of the Office of Management and Finance Program (which is under the authority of the Undersecretary) is to provide the leadership, direction, and support to efficiently manage and account for the department's resources. The Office of Management and Finance Program is responsible for the fiscal services, budget services, information services, food services, maintenance and construction, performance audit, training, procurement and contractual review, and human resource programs of the department. The Prison Enterprises Division is also under the authority of the Undersecretary.

The goals of the Office of Management and Finance Program are:

1. Provide efficient management of resources to hold down costs where possible.
2. Ensure that the department's resources are accounted for in accordance with applicable laws and regulations.
3. Provide the necessary support to all units in managing their fiscal affairs.
4. Ensure that Prison Enterprises operations meet American Correctional Association (ACA) standards.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$15,063,633	\$18,065,257	\$18,238,635	\$21,637,594	\$22,111,363	\$3,872,728
STATE GENERAL FUND BY:						
Interagency Transfers	3,158,789	3,886,967	3,886,967	4,297,208	4,297,208	410,241
Fees & Self-gen. Revenues	802,821	828,432	828,432	817,814	817,814	(10,618)
Statutory Dedications	0	1,300,978	1,300,978	0	0	(1,300,978)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	6,360,847	5,708,847	6,530,207	6,323,840	6,298,208	(231,999)
TOTAL MEANS OF FINANCING	\$25,386,090	\$29,790,481	\$30,785,219	\$33,076,456	\$33,524,593	\$2,739,374
EXPENDITURES & REQUEST:						
Salaries	\$4,841,440	\$5,721,596	\$6,643,224	\$6,840,372	\$6,853,570	\$210,346
Other Compensation	145,726	0	125,352	125,352	125,352	0
Related Benefits	8,875,674	11,030,596	11,204,263	13,073,635	13,133,673	1,929,410
Total Operating Expenses	3,180,063	1,669,531	1,531,932	1,376,535	1,366,388	(165,544)
Professional Services	4,588,175	1,171,248	1,059,748	965,127	1,062,748	3,000
Total Other Charges	3,315,254	10,000,947	9,789,959	10,396,822	10,024,967	235,008
Total Acq. & Major Repairs	439,758	196,563	430,741	298,613	957,895	527,154
TOTAL EXPENDITURES AND REQUEST	\$25,386,090	\$29,790,481	\$30,785,219	\$33,076,456	\$33,524,593	\$2,739,374
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	99	101	102	117	113	11
Unclassified	39	65	73	59	59	(14)
TOTAL	138	166	175	176	172	(3)

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self-generated Revenue, and Federal Funds. In Fiscal Year 2003, this program was also funded with Statutory Dedications from the Deficit Elimination/Capital Outlay Escrow Replenishment Fund (created in La. R. S. 39:137). The Interagency Transfers are received from the following: (1) administrative cost reimbursed from the Department of Education for the school lunch program, PIPS, Title 1, Title 2, Title 6, Drug Free Schools; (2) LCLE for special projects; (3) security costs reimbursed by the Department of Transportation and Development for providing inmate road cleanup crews, and (4) funds collected from Prison Enterprises for postage reimbursement and administrative costs. The Fees and Self-generated Revenue are derived from the following: (1) funds collected from inmate banking to cover administrative cost incurred from managing the inmate banking program and 2) funds collected from telephone commissions. The Federal Funds are grants received from the National Institute of Corrections; the Violent Offender/Truth in Sentencing Grant Program; the Life Skills for State and Local Prisoners Grant Program; and the Youthful Offender Grant Program. Statutory Dedications were funded with taxes (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund).

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$599,772	\$599,772	\$0	\$0	(\$599,772)

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$18,065,257	\$29,790,481	166	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$173,378	\$173,378	0	Carry forward for Acquisitions
\$0	\$821,360	9	Federal training grant funding
\$18,238,635	\$30,785,219	175	EXISTING OPERATING BUDGET - December 2, 2002
\$237,165	\$237,165	0	Risk Management Adjustment
\$952,895	\$952,895	0	Acquisitions & Major Repairs
(\$173,378)	(\$173,378)	0	Non-Recurring Carry Forwards
(\$32,122)	(\$32,122)	0	Legislative Auditor Fees
(\$17,513)	(\$17,513)	0	UPS Fees
\$1,700,555	\$1,700,555	0	Group Insurance Adjustment
(\$11,609)	(\$11,609)	0	Civil Service Fees
\$0	(\$171,199)	0	Other Adjustments - Funding adjustment for the Going Home Re-entry Federal grant
\$0	\$399,623	0	Other Adjustments - Increase Interagency Transfers to the Louisiana Commission on Law Enforcement for grant participation
\$0	(\$599,772)	0	Other Non-recurring Adjustments - one-time Group Benefits premium adjustment in Fiscal Year 2003
\$701,206	\$0	0	Means of financing substitution to replace one-time Statutory Dedications revenue with State General Fund to fund risk management premiums
(\$247,000)	(\$247,000)	0	Transfer out to LSU Professional Services funding for the LSU School of Social Work consultant
(\$76,394)	(\$76,394)	0	Other Adjustments - reduction in Supplies per the Department of Corrections plan
\$838,923	\$778,123	0	Other Adjustments - adjustments to Personal Services per the Department of Corrections plan
\$22,111,363	\$33,524,593	172	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$22,111,363	\$33,524,593	172	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None

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MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$22,111,363	\$33,524,593	172	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$182,580	Consulting and software modification service for the Wide Area Networking Project for the Department
\$473,758	Consulting services for the Residential Substance Abuse Treatment Grant
\$5,854	Engineering and architectural consultant for specifications pertaining to construction and renovation projects
\$8,318	Attorneys - reimbursement to employees' attorneys in Civil Service cases the Department loses
\$79,738	Evaluation for Prison Rehabilitation Program as required by Act 138 of the 3rd Extraordinary Special Session of 1994
\$312,500	Consulting services for the Youth Transition Training Grant
\$1,062,748	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$832,276	LCLE Grants for law enforcement to be awarded to the Department of Corrections
\$142,868	Department of Education Grants
\$604,645	DOTD Inmate Road Crews for state inmates housed in local jails
\$5,000,000	Violent Offender Truth-in-Sentencing Grant

\$6,579,789 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$132,493	Legislative Auditor
\$831,938	Allocation to the Department of Civil Service
\$1,560	Allocation to the Comprehensive Public Training Program
\$20,000	Allocation to the Department of Health and Hospitals for the Going-Home Reentry Federal Program
\$360,358	Allocation to the Division of Administration for Uniform Payroll System
\$1,560	Allocation to the Division of Administration for the State Register
\$99,720	Allocation to the Office of Addictive Disorders
\$19,538	Allocation to the Department of Public Safety for data processing services to support the inmate banking systems
\$1,527,874	Office of Risk Management premium charge
\$450,137	Office of Telecommunications Management fees

\$3,445,178 SUB-TOTAL INTERAGENCY TRANSFERS

\$10,024,967 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$957,895	Major repairs funding for Departmentwide needs
\$957,895	TOTAL ACQUISITIONS AND MAJOR REPAIRS